



# Address Change Request

CITY OF ALAMEDA - PLANNING & BUILDING  
2263 SANTA CLARA AVENUE, ROOM 190  
ALAMEDA, CA 94501  
TEL: (510) 747-6800 FAX: (510) 747-6804

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1. Verify that the desired address is available and acceptable. Please visit Room #190 City Hall Alameda.

Office hours: 7:30 am – 4:00 pm Monday – Friday  
EXCEPT Thursdays 7:30 am – 3:30 pm

2. Submit:
  - a. Letter to “City of Alameda” Permit Center 2263 Santa Clara Ave Rm 190 Alameda, CA 94501 from the new owner requesting a new address and stating the reason for the change.
  - b. A copy of the Property Deed or Close of Escrow Statement showing the NEW owner.
  - c. Payment of \$326.00 (checks made payable to the City of Alameda)